



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: KITCHEN ASSISTANT

DEPARTMENT: AGENCY ON AGING

If you have any questions about this position vacancy please call: 406-758-2482

NUMBER OF POSITIONS OPEN: 1

☐ FULL TIME ☐ REGULAR
(YEAR ROUND POSITION)

STARTING WAGE: \$15.00 per hour

☒ PART TIME ☐ SEASONAL

☒ TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Kitchen Assistant	Job Code:	04140
Department:	AOA-Nutrition	Pay Grade:	Unclassified
Reports to:	Nutrition Manager	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Area IX Agency on Aging (AOA) assists people age 60 and older to lead independent, meaningful and dignified lives, by providing direct services, contracting for services, and networking with the community to locate services.

Job Summary: This position is primarily responsible for helping organize and clean/sanitize the AOA's commercial kitchen, equipment and dishes, and assisting with food storage and preparation.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Load and unload cookware, dishes and utensils into commercial dishwasher
- Use dish soaking and sanitizing equipment as needed
- Monitor water temperature and detergent levels
- Monitor dishwasher function and report any functional or mechanical problems
- Clean kitchen equipment and work areas to maintain sanitary and healthful conditions
- Load or unload vehicles that deliver or pick up food and supplies
- Store and organize food, cookware, tableware and utensils in serving stations, shelves, refrigerators, freezers, etc.
- Bag and haul trash to dumpster at designated times
- Assist cooks with food prep, Meals on Wheels prep and/or dining room service
- Perform other duties as assigned

Physical Demands and Working Conditions:

- Work is performed in a centralized kitchen environment.
- There is frequent contact with the general public, vendors and volunteers.
- The noise level of the kitchen is frequently high due to the running of commercial vent fans and equipment.
- Temperature may vary as work is performed in dishwashing station, refrigerators/freezers, on cooking/serving line and in storage areas.
- This position is frequently required to walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms, and stand for extended periods of time up to 8 hours.
- Must be able to lift and/or move up to 50 pounds.

- This position requires close vision, distance vision, color vision, peripheral vision and depth perception

Supervision Exercised: This position does not generally have supervisory duties.

Knowledge, Skills, and Abilities:

- Operation, care and cleaning of commercial kitchen equipment, cookware, tableware and utensils
- Good organizational skills
- Basic food preparation

Ability to:

- Work in hot, wet, humid and loud environment for long periods of time
- Lift, reach, bend and stoop; lift and carry bags, cases and stacks weighing up to 50 pounds
- Learn and follow food safety rules and regulations
- Understand and follow oral and written instructions
- Practice safe and sanitary work habits
- Establish and maintain effective working relationships with supervisor, co-workers, meal recipients, volunteers and the general public
- Work efficiently and effectively in a fast-paced environment

Education and Experience:

Any combination of experience and training that indicates possession of the knowledge, skills and abilities listed.

Action	Date	Reference
Adopted	03/13/2018	Commissioners' Minutes
Revised	03/02/2020	Grade change only – Commissioners' Minutes
Revised	03/28/2023	Commissioners' Minutes

I have received, reviewed and understand the position description above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein under conditions as described.

Employee Signature

Date

Printed Name

Kristina Pagel

From: Beth Richardson
Sent: Thursday, April 20, 2023 9:40 AM
To: Kristina Pagel
Cc: Carla Dymant
Subject: FW: Request for County Part-Time Temporary position: Kitchen Assistant
Attachments: Part-Time Kitchen Assistant Job Summary.docx

From: Carla Dymant <cdymant@flathead.mt.gov>
Sent: Wednesday, April 12, 2023 3:46 PM
To: Beth Richardson <brichardson@flathead.mt.gov>
Subject: FW: Request for County Part-Time Temporary position: Kitchen Assistant

From: Carla Dymant
Sent: Thursday, March 9, 2023 4:36 PM
To: Tammy Skramovsky <tskramovsky@flathead.mt.gov>
Cc: Beth Richardson <brichardson@flathead.mt.gov>
Subject: Request for County Part-Time Temporary position: Kitchen Assistant

Hi Tammy,

I'm writing to request approval to create a Temporary position with the County for a Part-Time Kitchen Assistant, at a flat wage of \$15/hr starting as soon as possible. If we fill the Cook position at any time, we will end the temp position.

Financially, we will be able to support this position because of margin in our budget due to not having been able to fill a full-time Cook position for FY23.

Reason: Since we have been unable to fill the FT Cook position, we are hoping to try a different tack and see if there may be interest in part-time work for other kitchen duties besides the full-time Cook role that will take some of the additional load off the Nutrition team—particularly for Dave Caron. Alongside the additional work that each member of the Nutrition team carry with the Cook vacancy, it is also very difficult to adjust when even one team member is sick and/or difficult for team members to take vacation.

I've attached a Job Summary for the Temporary Part-Time Kitchen Assistant.

Let me know if there is any more information you'd like me to include with this request.

Thank you!
Carla

Carla Dymant
 Flathead County
agency on aging

CURRENT FLATHEAD COUNTY JOB OPPORTUNITIES

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION AND TO APPLY

JOB TITLE	STARTING WAGE	DEPARTMENT	CONTACT	FT/PT	CLOSING DATE
Kitchen Assistant	\$15.00/hour	AOA	758-2482	PT	Until Filled
Roadside Trash Collector	\$17.33/hour	Parks/Weed	758-5800	Seas	Until Filled
Materials Handler	\$14.52/hour	Library	892-5919	PT	Until Filled
Groundskeeper	\$16.34/hour	Parks/Weed	758-5800	Seas	Until Filled
Maintenance Worker	\$20.09/hour	Parks/Weed	758-5800	Seas	Until Filled
District Court Deputy Clerk	\$19.51/hour	Clerk of Court	758-5870	FT	Until Filled
Truck Driver	\$26.52/hour	Road/Bridge	758-5790	FT	Until Filled
Justice Court Clerk	\$19.51/hour	Justice Court	758-5643	FT	Until Filled
Deputy Sheriff	\$29.37/hour	Sheriff's Department	758-5869	FT	Until Filled
Animal Shelter Admin Asst	\$16.40/hour	Animal Shelter	751-8109	PT	Until Filled
Laborer	\$16.40/hour	Fairgrounds	758-5810	Seas	Until Filled
Medical Biller	\$20.70/hour	Health Department	751-8109	FT	Until Filled
Laborer	\$20.20/hour	Road/Bridge	758-5790	Seas	Until Filled
Custodian	\$16.83/hour	Maintenance	758-5834	FT	Until Filled
Library Advisor- Bigfork	\$17.33/hour	Library	758-5821	PT	Until Filled
Animal Control Officer	\$20.33/hour	Sheriff's Department	758-5869	FT	Until Filled
Detention Officer	\$20.33/hour	Sheriff's Department	758-5687	FT	Until Filled
Mosquito Control Assistant	\$17.29/hour	Health Department	751-8109	Seas	Until Filled
911 Dispatcher I	\$20.36/hour	911	758-5494	FT	Until Filled
Tax Agent	\$18.86/hour	Sheriff's Department	758-5592	PT	Until Filled
Aging Services Program Mgr	\$24.71/hour	Agency on Aging	758-2482	FT	Until Filled
Office Asst III- County Atty	\$16.40/hour	County Attorney	758-5641	FT	Until Filled
Landfill Equip Operator/Truck Driver	\$24.02/hour	Solid Waste	758-5910	FT	Until Filled
Deputy County Attorney	\$37.07/hour	County Attorney	758-5641	FT	Until Filled
Solid Waste Operations Mgr.	\$37.38/hour	Solid Waste	758-5910	FT	Until Filled
Cook	\$15.86/hour	Agency on Aging	758-2482	FT	Until Filled
Operator/Container Site Monitor	\$15.09/hour	Solid Waste	758-5910	PT	Until Filled

Current as of 04/20/2023